UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

County Office (CO) Vacancy Announcements

Approved by: Deputy Administrator, Management

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1 Overview

A
Background

State Offices have been e-mailing vacancy announcements for permanent CO positions to HRD for uploading to the OPM USAJOBS web site and the HRD Employment Opportunities Web Page.   The HRD Employment Opportunities Web Page address is **http://dc.ffasintranet.usda.gov/hrd/employmea.htm**.

HRD has worked with OPM to:

• develop FSA, RMA, and FAS agency job pages on OPM's USAJOBS site

   Note: These agency job pages are linked directly to the HRD Employment Opportunities Web Page on the Intranet.

• obtain OPM approval to use "CO" as the pay plan when posting CO vacancy announcements

• obtain access for State Offices to USAJOBS to allow States to post CO vacancy announcements directly to USAJOBS.

B
Purpose

This notice:

• informs State Offices that they will assume the responsibility for posting CO vacancy announcements to USAJOBS

• updates State and County Offices on the new procedures for posting and accessing CO vacancy announcements.

Disposal Date	Distribution
October 1, 2003	State Offices; State Offices relay to County Offices

2   Posting CO Vacancy Announcements

A
Requirements

OPM requires that offices submitting vacancy announcements for posting to the OPM USAJOBS State Offices shall have:

- User ID's
- passwords.

HRD has already obtained User ID's and passwords for each State.   Contact Bobbie Farley at 202-418-8997 or via e-mail at **bobbie_farley@wdc.usda.gov** to obtain ID's and passwords.

B
Submitting Vacancy Announcements

Exhibit 1 shows instructions for entering vacancy announcement information into USAJOBS.   Upon clicking "Submit" at the end of the process uploading the vacancy announcement, a "Record of Job Entry" will be generated.   See Exhibit 2.   The "Record of Job Entry" should be reviewed for errors, printed, and stored in the file.   The control number allows the State to edit, delete, or update the vacancy announcement as needed.

State Offices may familiarize themselves with this system by logging onto USAJOBS as a demo user.   Visit **http://webentry.usajobs.opm.gov/**. Type "demo" for first name, last name, and password and then navigate through the USAJOBS online entry system without posting an announcement to the live OPM job site.

C
State Office Responsibility

State Offices have the responsibility for posting CO vacancy announcements to USAJOBS.   State Offices shall designate both primary and back-up individuals responsible for completing uploads. These individuals will be assigned User ID's and passwords for uploading to USAJOBS.

D
Contact

Direct questions to Bobbie Farley at 202-418-8997 or e-mail **bobbie_farley@wdc.usda.gov**.

E
Amending 27-PM

HRD will amend 27-PM to reflect these changes.

Entering Vacancy Announcement Information Into USAJOBS

⊕USA ᴶᴼᴮˢ " *Working for America* "

Job Search • USAJOBS by Email • FAQs • Forms

Job Summary

This program uses Java Script language for some special features, such as the Duty Location Search. A link has been included for users who do not have Java Script.

After selecting SUBMIT, do not use the Back button to **return to the job summary**. To make changes, use one of the 'make change' icons or return to the record using the Edit function. Using the Back button after submitting may create a second job record.

Most web browsers are able to use the Help functions and then return to your document. With older browsers you may experience difficulty moving from the Help back to a page that had data added.

?
HELP

Who may apply?

Check all that apply. You must select at least one.

- Select **Public** and/or **Status** when jobs are open to applicants outside your agency.
- Select **Agency Employees Only** when jobs are open only to agency employees but the announcement should appear in USAJOBS.
- Check **Internal - Agency Page Only** when jobs are open only to agency employees and should appear on agency's internal web link but NOT in the USAJOBS delivery system.

See Help for additional information

> Note: select: "Public" for All Sources announcements; select "Status..." for USDA- Statewide, or USDA -Nationwide announcements; select "Agency Employees only" for FSA-Statewide or FSA-Nationwide.

☑ Public

☐ Status / Federal Civil Service Employees

☐ Agency Employees Only - Appearing in USAJOBS

☐ Internal - Agency Page Only

> "Internal.." Not recommended - Announcements will only appear on the Internal Agency page and will not be accessible to those trying to view vacancies from a computer not logged on the FSA network.

?
HELP   **NF**
HELP

Agency Announcement Number

Enter your agency announcement number (maximum 27 characters) All ASCII

Entering Vacancy Announcement Information Into USAJOBS (Continued)

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characters (alpha, numeric, and other symbols on the keyboard) are acceptable.

    VA0200017

Job Title

Enter the position title, organizational title, or occupational title. Space is limited to 60 characters. Do not begin titles with words such as general, interdisciplinary, professional, or supervisory.

    PROGRAM TECHNICIAN (CO)

? HELP   Very important: Type " (CO) " after job title. This is a keyword used in defining the search criteria used in performing a job search for county office vacancies.

Pay Plan

Type the appropriate code in the box. For SES executive development opportunities, use CD or EM. If your pay plan is not included, use GG (equivalent to GS grade). *For volunteer service, use pay plan ZZ.*

    CO

    NF HELP
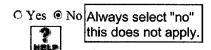
Occupational Code

Type the 4-digit Series in the box. For interdisciplinary jobs, create separate records for each occupational series covered. Click on 'Occupational Code' for a list of occupational titles and codes.

    1101

    NF HELP

Include in Information Technology Search?

- Choose Yes when the job should be included in the IT search.
- Select No when the job does not require special IT skills.
- IT duties include designing, managing, programming and/or establishing requirements for an IT system. Entry level positions must be part of a career ladder with increasing need for high IT skills.

○ Yes ⦿ No   Always select "no" this does not apply.

    ? HELP

Pay Grades

Enter the starting (required) and ending grades for which you will accept applications. For SES and pay-band jobs: enter the lowest and highest rate(s) you will offer. Promotion potential may be left blank.

                           LOW   HIGH

Entering Vacancy Announcement Information Into USAJOBS (Continued)

Grades for which applications will be accepted: 03   07

Promotion Potential: 07

NF HELP

Salary Information
Pay Schedule -- Select one (required).

⊙ ANNUAL   ○ BI-WEEKLY   ○ HOURLY   ○ MONTHLY   ○ WEEKLY   ○ Unpaid

Salary
Starting salary is required. When several cost of living areas are covered, show lowest and highest salary to be offered and provide location details in the announcement.

Starting: $19667   to $39779

Open Period
Required format for date: MM/DD/YYYY
Enter the opening and closing dates for your job announcement. Announcements will appear automatically on the opening day and be removed at midnight Eastern Time on closing day. Minimum open period for competitive announcements is five working days.

09/12/2002   To   10/12/2002 | Vacancy announcements must be open for a minimum of 14 days.

? HELP

Duty Locations
The Code is used by the phone system to voice the duty location and by all delivery system components to identify the state for searches. When a Search icon is shown it can help you to identify the location and set the Duty Location Code. The location/city added by the Search may be modified. If the Search icon is not shown on your screen, select 'Duty Location Code' for a complete list.

# Vacancies		Duty Location/City	State	Duty Location Code (4 Digits)	Helpful hint: If the specific duty location is not listed; choose the geographic location closest to the actual duty station and then type over the one in the box.
Click on search for list of states/towns/cities, etc.					
0001	Search	Northern Virginia	VA	0101	
	Search				
	Search				

ehentry.usajobs.opm.gov/cgi-bin/unvsgi2.dll?wiqmain=wiqmain menu

Entering Vacancy Announcement Information Into USAJOBS (Continued)

?
HELP

Duration

Mandatory fields. Identify duration information as stated in the announcement.
Information will be provided to job seekers on USAJOBS

Hours

⊙ Full-Time (more than 32 hours per week)

○ Part-Time (less than 32 hours per week)

Appointment Term

○ Temporary	⊙ Permanent
○ Term Appt, NTE 13 mos	○ Term Appt, NTE 2 yrs
○ Term Appt, NTE 3 yrs	○ Term Appt, NTE 4 yrs
○ Seasonal	○ Summer
○ ICTAP eligibles only	○ Agency Employees Only

Remark Information

Remarks

This space provides an opportunity to publicize your job. Include information on
any special skills that are required, tests or conditions for employment, or
conditions that would encourage someone to apply for a hard to fill job.

The area of consideration is open to ALL SOURCES.

This is a full- time permanent NON-FEDERAL position.

See full vacancy announcement for MANDATORY application and

qualification requirements.

It is recommended to include the highlighted information. Additional information may be added when applicable; i.e., special skills required, recruitment bonus offered, etc.,

Helpful hint: If you type in all caps you will be able to fit more text per line than in lower case.

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HELP

Remark Codes

Remark codes are used by USAJOBS By Phone to provide pre-recorded
information to callers. If you do not know the codes you may select Search, review
the list of remarks, and choose up to five. If the Search icon is not there, select
'Remark Codes' for a list of available codes.

Search

This is optional and not required.

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HELP

Entering Vacancy Announcement Information Into USAJOBS (Continued)

Student Employment Opportunities

Select **summer** for summer positions that may start in mid-May and end by
September 30. **Temporary** positions may be year round and include seasonal.
Mark **Co-Op** for paid work-study partnerships. Select **Volunteer** for unpaid work
experiences. Choose **Federal Intern** for developmental assignments offered to
individuals who have completed their formal education. See help for additional
information.

| always select "none" | ⦿ None   ○ Summer   ○ Temporary ○ Co-Op
○ Volunteer ○ Federal Intern |

? HELP

Part Time Employment
Could position be filled as part-time or job share?
- Check the part-time option if the vacancy you are announcing is for part-time employment or you would consider hiring an applicant as part-time or using job sharing.
- Part-time employment is considered 32 hours or less.

○ YES ⦿ NO |Select what is applicable.|

Hyper-Link to Agency Web Site
This field allows you to add a URL link to a required form, your agency web site,
or to a special application. The URL must provide the complete site identification
information; this information will be embedded in the web page. The Description
provides identification for the user.

URL Link
|_____|

URL Description
|_____|

Internal Contact Information
The following information will be used for internal purposes only by OPM --
to contact you if there are questions regarding the announcement or we are unable
to send faxes or emails. The phone number must lead to a 'live' contact. Requests
for announcements will be forwarded to the fax number or Internet mail address
provided based on the preference shown under Form Information.

Name: |Your Name |

Phone Number: |Your phone | |_____|

Fax Number (mandatory): |Your fax | |_____|

Entering Vacancy Announcement Information Into USAJOBS (Continued)

Internal Contact Internet Address: | Your e-mail address |

Public Contact Information

The following information will be provided to job seekers. A contact name, phone number, and address are mandatory. The phone number should allow callers to leave a verbal request. For telephone numbers outside the United States, please remember to include your overseas and country code.

Contact Name: |_____|

Contact Phone: |_____| Ext. |_____|

Agency/organization name: |_____|

Address for Inquires: |_____|

|_____|

|_____|

City: |_____|

State: |____| Zip: |_____|

Internet Address: |_____|

TDD Phone Number (Optional): |_____|

> Input the contact name/office that is listed on the Vacancy announcement.

Hiring Agency/Organization:

Please provide the agency 'CPDF' code assigned to the hiring organization. This information will be use to identify the agency in USAJOBS searches and in job information. If you are unsure of the code select Search. If the Search icon is not available, select 'Hiring Agency/Organization' for a list of agency codes.

|AGFA|

`Search`

NF HELP

Form Information

Job seekers who are using USAJOBS by Phone are unable to access and read the announcement. They may request that the announcement and required forms be mailed to them. Mailing requested announcements ensures that you meet public notice requirements.

Requests will be forwarded via... ○ Fax ⦿ Internet

> Recommended to select "internet" Requests will be e-mailed to the internal contact person named above. Unless you have a dedicated fax; you may get several requests and may tie up your fax machine.

Resumes

Receipt of electronic resumes is optional. If Yes is selected below, please indicate format and email address to be use. Additional information on electronic resumes is provided under Help.

Do you wish to accept electronic resumes for this announcement? ○ Yes ⦿ No

> select "no" We are not set up to accept elctronic resumes.

Entering Vacancy Announcement Information Into USAJOBS (Continued)

What format will be used for resumes?

| 1 - Generic Resume Format |
| 2 - DOD Format |
| 3 - Dept. of Justice Format |

Send resumes to Internet email address:

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HELP

When you have completed your entry, please select the method you will use to create your vacancy announcement. Your job summary will be reviewed for completeness. If there are errors, your entry form will be returned with a list of errors for you to correct and re-submit.

When your entry passes the edits, you will continue into the vacancy announcement builder or file paste option.

Please be patient -- access through the Internet and web processing may take thirty seconds to two minutes, depending on the current traffic on the Internet.

Use Vacancy Announcement Builder

Use Announcement File Paste Option

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HELP

Helpful hint: Recommend "file paste option" This will allow you to have the vacancy announcement open in Word or WordPerfect and cut and paste the entire announcement. The job seeker will then see the full announcement after the job summary. If the announcement builder is used; it breaks everything up into sections, takes MUCH longer to create and the chance of leaving important information out is greater.

Entering Vacancy Announcement Information Into USAJOBS (Continued)

USA JOBS   **" Working for America "**

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Announcement File Paste Option

This option will allow you to retrieve an announcement from your word processing program and paste it into the block provided. No checks are done to be sure that your announcement is complete or accurate.

The following elements will be added to the announcement by the job entry program:

- Name of hiring agency;
- Announcement Number;
- Position title, series, pay plan, and grade (or pay rate);
- Duty location; and
- Opening date and application deadline (closing date)

Please be sure that your announcement includes all of the following required elements:

- Any information dealing with how application receipt will be controlled, such as the use of early cut-off dates, received or postmarked date, etc.;
- Who may apply;
- Qualification requirements, including knowledge, skills, and abilities;
- Entrance pay;
- Brief description of duties;
- Basis of rating;

- What to file;
- Instructions on how to apply;
- Information on how to claim veterans preference, if applicable;
- Definition of well-qualified;
- Reasonable accommodation statement
- Information on how CTAP and/or ICTAP candidates may apply, including required proof of eligibility; and
- Equal employment opportunity statement

Use cut and paste to copy your full announcement from a word processing program.

Entering Vacancy Announcement Information Into USAJOBS (Continued)

"Paste" full vacancy announcement in the space provided below.

```
<CURRENT VACANCY ANNOUNCEMENT TEMPLATE>

              UNITED STATES DEPARTMENT OF AGRICULTURE
                      Farm Service Agency
                County Office Committee Service

                      VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: (state abbreviation, last two digits of the
calendar year and 4 digit sequential number, i.e. TX010023)

OPENING DATE:    (month, day, year)

CLOSING DATE:      (month, day, year,  (state if applications must
be received by or postmarked by)
POSITION:  (title, pay plan, series, i.e. Program Technician  CO-
1101)

SALARY:   (lowest and highest salary possible)

GRADE:    (lowest and highest grade levels of the position)

LOCATION:   (city and county of the county office that will be the
duty station)
```

Please hold announcement for copying during the next 90 days. ☐

?
HELP

**When you have completed your announcement, please select SUBMIT button. There will
be NO edits performed on the text of your announcement; please be sure you have met
competitive requirements.**

**Please be patient – your job will be submitted over the internet. Access through the
Internet and web processsing may take some time.**

[Edit Summary]   [Submit]

After processing, a record of job entry (with control number) will appear. We recommend that you print
this job record for your files. You will also be able to print and/or save a copy of your announcement.

RECORD OF JOB ENTRY

**Below you will find a record of the data saved to the Federal Jobs Database for the Control
Number shown. Please check the record for accuracy. If you wish to make any changes to the
record, please use the edit feature in this program. Use the "Print" button on your browser to
print a copy of this record for case file documentation.**

CONTROL NUMBER: IH1199
JOB TYPE: Federal
STUDENT EMPLOYMENT: No
PART-TIME EMPLOYMENT: No
WHO MAY APPLY?:   Internal - Systemwide
AGENCY ANNOUNCEMENT NUMBER: NY020008
OCCUPATIONAL SERIES: 1101
IT Job: N
JOB TITLE: PROGRAM TECHNICIAN (CO)
PAY PLAN: GG
PAY TYPE: A
MINIMUM STARTING SALARY: $19667
MAXIMUM SALARY: $39779
BEGINNING GRADE: 03
ENDING GRADE: 07
PROMOTION POTENTIAL: 07
OPENING DATE: 09/13/2002
CLOSING DATE: 09/27/2002
LOCATION 1 - NUMBER OF VACANCIES: 0001
LOCATION 1 - CITY OR LOCATION NAME: WATERTOWN/LOWVILLE
LOCATION 1 - STATE: NY
LOCATION 1 - DUTY LOCATION CODE: 0515
LOCATION 2 - NUMBER OF VACANCIES (OPTIONAL):
LOCATION 2 - CITY OR LOCATION NAME (OPTIONAL):
LOCATION 2 - STATE (OPTIONAL):
LOCATION 2 - DUTY LOCATION CODE (OPTIONAL):
LOCATION 3 - NUMBER OF VACANCIES (OPTIONAL):
LOCATION 3 - CITY OR LOCATION NAME (OPTIONAL):
LOCATION 3 - STATE (OPTIONAL):
LOCATION 3 - DUTY LOCATION CODE (OPTIONAL):
DURATION
   HOURS: Full-Time
   APPOINTMENT - Permanent
CONTACT NAME: JEFFERSON COUNTY FSA OFFIC
CONTACT PHONE NUMBER: 315-782-7289
CONTACT ADDRESS 1:   USDA FARM SERVICE AGENCY
CONTACT ADDRESS 2:   JEFFERSON COUNTY OFFICE
CONTACT ADDRESS 3:   PO BOX 838
CONTACT ADDRESS 4:   21168 NYS RT. 232
CONTACT CITY: WATERTOWN
CONTACT STATE: NY
CONTACT ZIP: 13601
INTERNET ADDRESS:

> Once upload is complete the record of job entry should be reviewed for errors, printed and stored in the case file. The control number allows you to edit, delete, or update the vacancy announcement if needed.

Recording Job Entries (Continued)

TDD Phone number:
URL Link
URL Desc
HIRING AGENCY/ORGANIZATION CODE: AGFA
INTERNAL CONTACT NAME: BOBBIE FARLEY
INTERNAL PHONE NUMBER: 2024188997
INTERNAL FAX NUMBER: 2024189128
INTERNAL INTERNET ADDRESS: CO_VACANCY_REQUEST@WDC.USDA.GOV
RECEIVE FORMS REQUEST (F/I):   I
ACCEPTING ELECTRONIC RESUMES FOR ANNOUNCEMENT?   N
• FORMAT FOR RESUMES (WHEN ACCEPTED)   001
• E-MAIL ADDRESS FOR TRANSMITTING RESUMES (WHEN ACCEPTED)
REMARKS LINE 1:   The area of consideration is open to FSA-STATEWIDE ONLY.
REMARKS LINE 2:   This is a full- time permanent NON-FEDERAL position.
REMARKS LINE 3:   See full vacancy announcement for MANDATORY application and
REMARKS LINE 4:   qualification requirements.
REMARKS LINE 5:   The OPM pay indicator of GG stands for GS equivalent pay, the actual
REMARKS LINE 6:   pay plan is CO.
REMARK CODE 1:
REMARK CODE 2:
REMARK CODE 3:
REMARK CODE 4:
REMARK CODE 5:
<div align="center">END OF RECORD</div>

A text file vacancy announcement of the information you have entered will be prepared for delivery by the USAJOBS information systems. Click on view vacancy announcement if would like to view, print and/or save the vacancy announcement file.

To Print the Announcement: Use the print feature on your browser. To disable the headers and footers that may appear on the document, please click on File on your tool bar, then Page Setup. Deselect the items shown under "Header" and "Footer."

To Save the Announcement: To save an ASCII text copy of your vacancy announcement, select "File" then "Save As..." from the toolbar on your web browser. Name your file as you would like, followed by the extension .txt; for example, ann1234.txt. This will save the text to your local system. After saving the file, you will be able to import it to your own word processing software for additional editing or move the file to another system.

<div align="center">

[View Vacancy Announcement]

[Add or Edit Another Job Entry]

[Copy This Announcement]

</div>